

Montpelier Housing Authority
Regular Meeting
February 15, 2022

The meeting was called to order by Chairman Larson with Commissioner Zern present, Commissioners Hannon, Schultheis, and Stevens-Favorite participated by telephone.

Agenda Item II - Approval of Agenda

The agenda was approved with no changes.

Agenda Item III – Public Participation

There was no public participation.

Agenda Item IV- Approval of Minutes

Commissioner Schultheis moved that the minutes of the January 25, 2022 meeting be accepted as written, Commissioner Hannon seconded the motion and it passed unanimously.

Agenda Item V – Review of Vouchers, Bank Statements and Financial Reports

Mrs. Troiano discussed the December financials and answered questions. We continue to be well ahead of budget in Public Housing Program. We show a small deficit in the Voucher Program due to HUD making adjustments for previous overpayments. They are always acting on information that is a few months old so our HAP subsidy fluctuates.

Agenda Item VI- Executive Directors Report

In addition to the written report, Mrs. Troiano reported that she had not been able to speak to anyone at the Gary Home about their planned addition of a Memory Care Unit.

Agenda Item VII- Discussion and Action FY2021 Audit

Mrs. Troiano presented the 2021 Audit. There were no findings. The audit has been sent to the Mayor and HUD as required.

The management letter that accompanies the Audit did make two recommendations. The first is that I sign off on bank reconciliations after Lorna completes them every month, I will start initialing them. The second is that we show issue date of outstanding checks so we can identify checks that are older than 6 months. We actually follow up after they have been outstanding for thirty days. She will discuss the issue with the auditors.

Commissioner Zern moved that the audit be accepted as presented. Commissioner Hannon seconded the motion and it passed unanimously.

There being no further business the meeting was adjourned at 6:25pm.

Respectfully submitted,

Jo Ann Troiano, Secretary